

# ATTENTION

**ALL PERSONNEL RECEIVING SHIPMENTS ARE  
REQUESTED TO FOLLOW THE PROCEDURES BELOW**

- 1) VERIFY THAT EXACT PRODUCT, QUANTITY, AND PACK SIZE ARE THE SAME  
AS SHOWN ON BILL OF LADING**
- 2) VISUALLY CHECK CASES FOR SIGNS OF DAMAGE.  
REJECT DAMAGED PRODUCT ONLY: ACCEPT UNDAMGED PRODUCT IN  
CASE OR BALE**
- 3) NOTE ALL SHORTAGES, DAMAGES, OR DISCREPANCIES IN BLOCK 4 OF THE  
BILL OF LADING BEFORE SIGNING.**
- 4) CALL FOOD PROGRAMS IF DISCREPANCIES CANNOT BE SATISFACTORY  
CLEARED.**

**THANKS FOR YOUR HELP! YOUR ATTENTION TO THESE  
PROCEDURES WILL INSURE YOUR PROPER CREDIT.**  
**NE Food Distribution Program, P.O. Box 95044, Lincoln, NE 68509**  
**Phone: (402) 471-9291, (402) 471-9203, (402) 471-9244**